

Report for Week Ending 27 June 1956
from
RECORDS DISPOSITION PROGRAM

Project 5-77 (DD/I) and Project 6-15 (OCI) - [REDACTED]

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Legal authority has been obtained from National Archives and Congress for the destruction of 44 separate series of records on a continuing basis. The Records Officer of each area and the Records Center have been notified of this authority. Both offices are actively engaged in the application of the schedules now that the Records Center is approved for the storage of their sensitive material. Project completion reports are being prepared. Projects are complete.

Project 6-11 - Office of Personnel - [REDACTED]

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A three year retention period in the current filing area for separated personnel folders has been agreed to by Mr. [REDACTED] of the Records and Services Division. Originally the Division had requested a 75 year retention prior to retirement which was later reduced to a 3 to 5 year retention depending upon reference activity to the folder. Recommended retention on the proposed records control schedule is 1 year.

Comments have not been received on the proposed schedules of the Staff elements or the Office of the Director. A review of the proposed schedule for the Office reveals none of the items will require Archives or Congressional authority to implement disposition instructions. Project is 68% complete.

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Project 6-26 - Medical - [REDACTED]

The process of integrating psychiatric files is one-half finished. Psychiatric Division expects to have some additional summer help to complete this job during my absence. Project is 79% complete.

Project 6-39 - DCI Executive Registry - [REDACTED]

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Schedules for the Inspector General and the Executive Registry have been approved by this office and forwarded to the Office of the DCI for implementation. Project is complete.

Project 6-40 - Office of Central Reference - [REDACTED]

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Inventory is completed in Liaison Division and preliminary schedules are being prepared. To date over 7000 cu.ft. of records have been inventoried. Project is 24% complete.

Project 6-41 - Office of Scientific Intelligence - [REDACTED]

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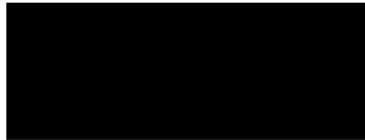
No change from previous report. Project is 15% complete.

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General Information

The Real Estate and Construction Division estimates that the 30,000 sq. ft. expansion of the Records Center will cost \$360,000. The sum of \$18,000 has been approved for Architect and Engineering drawings. These are being prepared by [REDACTED] who drew plans for the present building. 25X1A5a1



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